

4042 - SANITATION COORDINATOR

NATURE OF WORK

This is responsible administrative and supervisory work assisting the Sanitation Director by coordinating the management functions of the Sanitation Department, both in the office and in the field.

The employee in this classification performs diversified administrative duties in developing and implementing departmental programs.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Implements and coordinates volunteer cleanup efforts, compiling data and reporting findings and securing publicity for participants.

Attends meetings with community action and business groups, special events committees and disaster planning agencies as Department liaison and coordinator.

Designs programs for federal or state grant eligibility to enhance efforts currently done by the City in cleanup and waste collection.

Coordinates and implements waste collection projects conceptualized or endorses by the City Commission or City Manager's office.

Conducts field inspections and reviews reports of activities to determine present effectiveness and efficiency of operations, and to develop more effective and efficient procedures.

Oversees small crews, and may participate, doing special cleanup and collection jobs outside of the normal day's operations.

Answers the telephone and responds to citizen complaints and requests.

Assists Director in a variety of Department administration and management activities; reviews employee personnel related documents; assists in matters requiring disciplinary action and participates in the adjustment of grievances.

Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the methods and procedures of garbage, trash, and litter collection and disposal, and the Federal, State, and City laws and regulations pertaining thereto.

Thorough knowledge of labor, materials, equipment, operations techniques, budgetary preparation and control, as related to waste collection and disposal.

Thorough knowledge of the hazards and proper safety precautions pertaining to waste collection and disposal operations. Considerable knowledge of recent developments in the waste collection field and the ability to apply new developments to a City-wide collection system.

Considerable knowledge of City Work Rules and Collective Bargaining Agreements, and the ability to identify and resolve grievances.

4042 - SANITATION COORDINATOR

Considerable knowledge of sound methods of management, administration, and effective supervisory techniques as related to a City-wide waste collection operation, and the ability to supervise subordinates in a manner conducive to full performance and high morale.

Knowledge of inventory control and City procurement and requisitioning procedures.

Ability to interpret and enforce City and Departmental rules, regulations, codes, policies and procedures, and to evaluate their effectiveness.

Ability to present information effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with City officials, officials of other agencies, contractors, subordinate employees, other employees, and the general public.

Ability to assist supervisory personnel and other subordinates in maintaining good relationships with the public, by exercising a high degree of tact and diplomacy, and to train and direct such employees in a manner conducive to full performance and high morale.

Ability to evaluate administrative operations to determine if departmental goals and objectives are being met.

MINIMUM REQUIREMENTS

Considerable experience in municipal waste collection and disposal, including supervisory experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, and handling. Ability to lift up to 100 pounds.

SUPERVISION RECEIVED

General direction is received from the Sanitation Director. However, for the most part, work is performed independently and is subject to review by inspection of street conditions, review of reports, and conferences.

SUPERVISION EXERCISED

The incumbent plans, schedules and evaluates the work of supervisory, skilled, semi-skilled and unskilled subordinate personnel.

4042 - SANITATION COORDINATOR

Rev. 11/98